

HEAT User Guides: Using HEAT with NERUPI

Q. Who is this guide for?

A. All HEAT members who subscribe to NERUPI.

This guide will show you how to code activities to the NERUPI framework and then report on these activities.

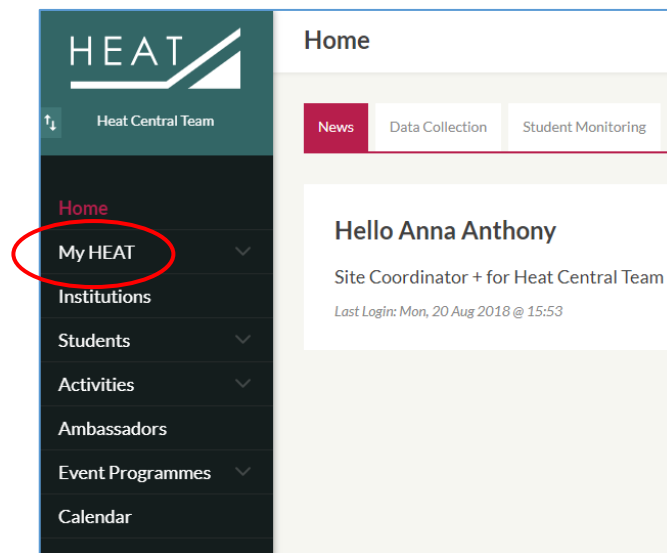
Please note: This guide requires institutions to set up custom data fields. Only HEAT Coordinators or Custom Roles where *Add Custom Data* permission has been given are able to do this.

[Creating custom data fields to record the five NERUPI aims](#)
[Reporting on the NERUPI aims](#)

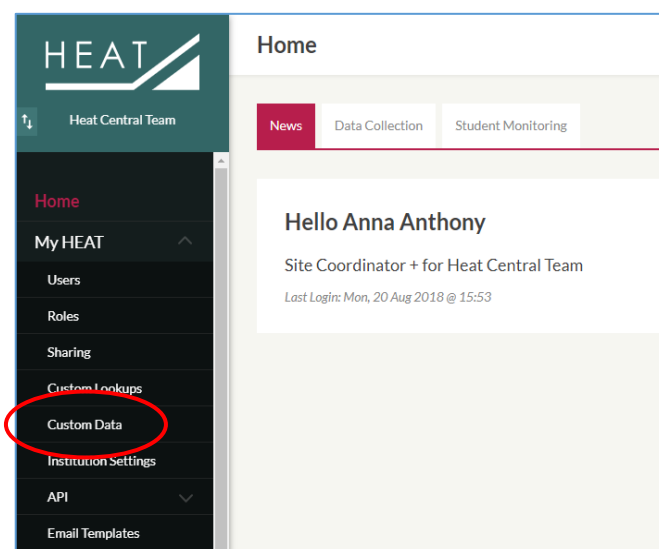
In order to report on the NERUPI framework through HEAT, institutions must first create custom data fields in the *Activities* tab. Custom data fields enable institutions to record data that is specific to their own data requirements. In this guide these fields will reflect the five *NERUPI Aims*, however, you could create fields to reflect the *NERUPI Levels* or *NERUPI Objectives*.

Creating custom data fields to record the five NERUPI aims

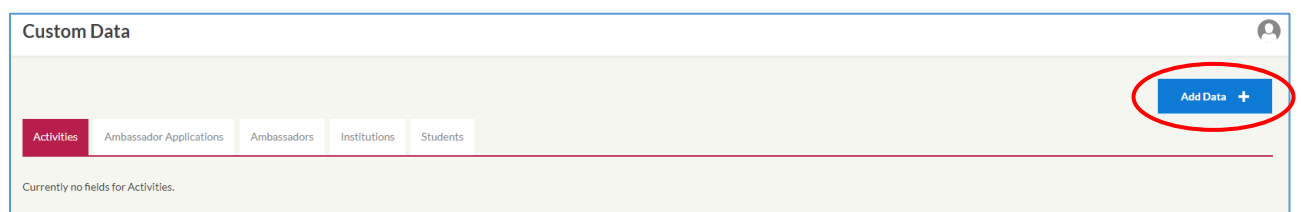
- Log in to the HEAT database
- Select **My HEAT** from the options listed in the left-hand menu



- Select **Custom Data** from the options in the left-hand menu



- Select **Add Data +** from top-right-hand corner of screen



- In the **Entities** drop-down box, select **Activities**
- In the **Identifier** free-text box, type **KNOW**
- In the **Type** drop-down box, select **Yes/No/Unknown**
- In the **Section** free-text box, type **NERUPI**
- If you wish to write a brief description of the NERUPI Framework for users you can do this in the **Section Description** text box
- In the **Label** free-text box, type **KNOW**
- Leave the **Required** checkbox unticked

Custom Data

[Go back to custom data](#)

Creating custom data

Information

INSTITUTION GROUP	Heat Central Team 0 (#033808)
ENTITY	Activities
IDENTIFIER*	KNOW
TYPE	Yes / No / Unknown
SECTION	Five NERUPI Aims
SECTION DESCRIPTION	The following five NERUPI aims provide a common foundation for planning and evaluating diverse interventions
POSITION	0
LABEL*	KNOW
REQUIRED	<input type="checkbox"/>

Hide this custom data field, to keep existing data and prevent more data from being added.

HIDE	<input type="checkbox"/>
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IMPORT TEMPLATE HELP [Import Template Help](#)

- Click the **Save Changes** button in the top-right-hand corner of the screen

Undo all

Save changes

Repeat this process with the remaining four NERUPI aims: **CHOOSE**, **BECOME**, **PRACTISE** and **UNDERSTAND**. Please ensure the text in the **Section** and **Section Description** free-text boxes match exactly when setting up each aim (HEAT saves the text entered for the first aim so this can be selected next time).

The five NERUPI aims can now be seen in the **Custom** tab when creating a new activity or in an existing **Activity** record. You can now start coding your activities in accordance with the NERUPI framework.

[Go back to activities](#)

Creating new activity

General Logistics Staff Delivery Partners Beneficiaries Students Sessions Surveys Evaluation Plan Ambassadors Notes **Custom** Audit

Five NERUPI Aims

The following five NERUPI aims provide a common foundation for planning and evaluating diverse interventions

⚙	KNOW	Unknown	▼
⚙	CHOOSE	Unknown	▼
⚙	BECOME	Unknown	▼
⚙	PRACTISE	Unknown	▼
⚙	UNDERSTAND	Unknown	▼

For ease of reporting, select **Yes** where an activity aligns with that aim (you may select more than one) but leave those aims that do not apply as the default **Unknown**, rather than selecting **No**. This will mean those fields appear as blanks in the data export.

Reporting on the NERUPI aims

The standard **HEAT Delivery Report** does not currently report on **Custom Data** fields, however, data can easily be exported into an Excel spreadsheet for manipulation.

Please note: HEAT's guide on **Filtering and Exporting** will be useful prior reading for those unfamiliar with isolating and exporting data from HEAT before manipulating in Excel.

The following bullet points and screen shots provide an example of **one way** to report on NERUPI data exported from HEAT in Excel.

- Exporting activities will allow you to count the number of activities delivered falling under each of NERUPI's aims, with each of NERUPI's five aims appearing as separate columns in your data (see example below)

Activity HEAT ID	Activity Type	KNOW	CHOOSE	BECOME	PRACTISE	UNDERSTAND
1001	Mentoring				Yes	
1002	Other	Yes	Yes			Yes
1003	Masterclass	Yes	Yes	Yes		Yes
1004	Masterclass	Yes	Yes	Yes		Yes
1005	Masterclass	Yes	Yes	Yes		
1006	Project	Yes		Yes	Yes	
1007	Masterclass	Yes	Yes	Yes		Yes
1008	Project	Yes	Yes	Yes		
1009	Masterclass	Yes	Yes	Yes		Yes
1010	Mentoring	Yes	Yes	Yes		Yes

- Setting up a Pivot Table as shown below will allow you to count the number of activities recorded under each NERUPI aim (grand total row)
- Placing another activity variable in the **Rows** section of the Pivot Table will create a crosstab whereby data are further broken down (**Activity Type** has been used in the example below)

Row Label	Count of KNOW	Count of CHOOSE	Count of BECOME	Count of PRACTISE	Count of UNDERSTAND
Conference	38	4	34		2
HE Information	2	1	12	11	
Masterclass	20	20	33	24	12
Mentoring	32	32	32	6	28
Non-Student	4		4		
Other	16	15	11	2	5
Project	30	1	37	36	1
Taster					
Visit	11	11	11		
Grand Total	153	84	174	79	48

PivotTable Fields

Choose fields to add to report:

- ☐ Activity HEAT ID
- ☐ Programme Title(s)
- ☒ Activity Type
- ☐ Activity Sub-Type
- ☐ HEI Descriptor
- ☐ Event Title
- ☐ Subject Group(s)
- ☐ Cohort
- ☐ Event Organiser
- ☐ Delivered By
- ☐ Cost Centre
- ☐ Site Code
- ☐ Location
- ☐ Project Identifier
- ☐ Lead Department
- ☐ Residential
- ☐ FE Year
- ☐ Activity Content

Drag fields between areas below:

FILTERS

COLUMNS

Σ Values

ROWS

Activity Type

VALUES

Count of KNOW

Count of CHOOSE

Count of BECOME

Count of PRACTISE

Count of UNDERSTAND

- The total estimated or total registered number of students attending activities assigned to each NERUPI aim can also be calculated using this export (this must be done using five separate Pivot Tables as shown below)

The screenshot displays an Excel spreadsheet and the PivotTable Fields task pane. The spreadsheet shows a list of NERUPI aims and their corresponding student counts. The PivotTable Fields task pane shows the 'KNOW' field selected in the FILTERS area.

NERUPI Aim	Sum of Total Students
KNOW	3733
CHOOSE	1446
BECOME	3778
PRACTISE	1485
UNDERSTAND	898

PivotTable Fields

Choose fields to add to report:

- ☐ Activity HEAT ID
- ☐ Programme Title(s)
- ☐ Activity Type
- ☐ Activity Sub-Type
- ☐ HEI Descriptor
- ☐ Event Title
- ☐ Subject Group(s)
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- ☐ Residential
- ☐ FE Year
- ☐ Activity Content

Drag fields between areas below:

FILTERS

KNOW

COLUMNS

ROWS

VALUES

Sum of Total Students

Pivot Table fields for first of the five NERUPI aims

- Exporting activities from HEAT and selecting the [Append Students](#) option will allow you to count the number of **registered** students who have participated in activities assigned to each NERUPI aim
- As students appear more than once under each activity they have participated in, the Pivot Table must be set up to calculate a distinct count of **Student HEAT IDs**
- The screen shot below shows five separate Pivot Tables each counting the number of unique students who have participated in an activity assigned to that NERUPI aim

The screenshot displays an Excel PivotTable with the following data:

Activity	Distinct Count of Student Student HEAT ID
KNOW	1486
CHOOSE	645
BECOME	1477
PRACTISE	645
UNDERSTAND	528

The PivotTable Fields task pane on the right shows the 'KNOW' filter and the 'Distinct Count of Student Student HEAT ID' value field. A red box highlights the 'KNOW' filter, and another red box highlights the 'Distinct Count of Student Student HEAT ID' value field.

Pivot Table fields for first of the five NERUPI aims (KNOW)

- This export will also allow you to see where the same students have participated in a range of different activities falling under different NERUPI aims

- The screenshot below lists the **Student HEAT IDs** and shows the number of activities they have participated in assigned to a NERUPI aim

Row Labels	Count of KNOW	Count of CHOOSE	Count of BECOME	Count of PRACTISE	Count of UNDERSTAND
1095576	1		1		
1095577	2		1		1
1095578	3	2	2		2
1095579	1		1		
1095580	1		1		
1095581	1		1		
1095582	1		1		
1095583	1		1		
1095584	1		1		
1095585	3	2	2		1
1095586	1	1			
1095587	1		1	1	
1095588	1		2	2	
1095589	2		3	2	
1095590	1		2	2	
1095591	1		2	1	
1095592	2		3	1	
1095593	2		3	2	
1095594	1		2	1	
1095595	2		2	1	
1095596	3		3	3	
1095597	4		4	2	
1095598	1		3	2	
1095599	1		2	1	
1095600	1		1	1	
1095601	3		3	3	
1095602	1		1	1	
1095603	3		4	3	
1095604	1		1	1	
1095605	2		3	2	
1095606	3		4	3	
1095607	1		2	1	
1095608	3		4	3	
1095609	1		2	1	
1095610	3		3	3	
1095611	2		2	2	

When tracking data from HESA are available, these progression outcomes can be exported from HEAT along with this export. This will allow you to examine whether progression to HE rates are higher for those who have participated in particular packages of activities.